



PROMOTIONAL EXAMINATION

CALIFORNIA HOUSING FINANCE AGENCY

California State Government – The California Housing Finance Agency is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

FINANCING OFFICER, CALIFORNIA HOUSING FINANCE AGENCY

Departmental Promotional, Spot Exam - Sacramento

EXAMINATION TYPE	This is a departmental promotional examination for the California Housing Finance Agency. Examination/Employment Applications will not be accepted on an open basis. Career credits do not apply.
WHERE TO APPLY	<p>Please submit an Examination/Employment Application form (STD. 678) to the address indicated below. DO NOT SUBMIT EXAMINATION/EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.</p> <div><div>Examination and/or Employment Applications are available online at www.jobs.ca.gov or from the State Personnel Board at 801 Capitol Mall, offices of the Employment Development Department, and from CalHFA.</div><div>California Housing Finance Agency Attn: Christina Winchester Recruitment & Selection Unit P. O. Box 4034, MS 1410 Sacramento, CA 95812-4034</div></div> <p>If you prefer to apply in person, the Personnel Office is located at 500 Capitol Mall, Suite 1400, 14th Floor (Please do not use this as a mailing address).</p> <p>NOTE: All Examination/Employment Application forms must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Examination/Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination/Employment Application form.</p> <p>PLEASE KEEP A COPY OF YOUR EXAMINATION/EMPLOYMENT APPLICATION FOR YOUR RECORDS.</p> <p>Please indicate Exam Code 3HO19 on your Examination/Employment Application.</p>
WHO MAY APPLY	<p>This is a Departmental Promotional exam for the California Housing Finance Agency (CalHFA). In order to take this examination, as of the final filing date, applicants:</p> <ol style="list-style-type: none">1. Must have a permanent civil service appointment with the California Housing Finance Agency, or2. Must meet the provisions of State Personnel Board Rules 234, 235, or 235.2, or3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990, or4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992, or5. Must be a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. <p>Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).</p> <p>For applicants under Items 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.</p>
FINAL FILE DATE	<p>August 6, 2013.</p> <p>Examination/Employment Application forms must be POSTMARKED no later than the final filing date. Examination/Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination/Employment Application forms <u>must have an original signature</u>; therefore, faxed forms will not be accepted for any reason.</p>
IDENTIFICATION REQUIRED	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement as of the final file date. Your signature on your Examination/Employment Application form indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>Note: All applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination/Employment Application form. The Recruitment & Selection Unit will contact you to make special testing arrangements.</p>
SALARY RANGE	<p>\$6,114 – \$7,613 per month.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final file date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “Or” II, “Or” III etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an exam as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>Experience: Two years of experience in the California Housing Finance Agency performing duties of a class with a level of responsibility equivalent to a Financing Specialist, California Housing Finance Agency.</p> <p>Or II</p> <p>Experience: Two years of experience in California state service performing duties related to the issuance and/or management of debt obligations in a class with a level of responsibility equivalent to that of a Financing Specialist, California Housing Finance Agency.</p> <p>Or III</p> <p>Experience: Broad and extensive (more than five years) experience in the financial and administrative operations of a financial institution or government agency that finances its programs through the issuance of debt obligations. Experience must be directly related to the issuance or management of debt obligations. Equivalent experience in an organization that provides advice or services directly related to the issuance or management of debt obligations is also applicable. (A master’s degree in a related field such as Finance, Business Administration, or Economics may be substituted for one year of the required experience.) <u>and</u></p> <p>Education: Equivalent to graduation from college, preferably with a specialization in Finance, Business Administration, or</p>

	Economics. (Additional qualifying experience may be substituted for the required education on a year for year basis.)
POSITION DESCRIPTION	The Financing Officer is a senior level position within CalHFA's Financing Division. Financing Officers work independently, are given the most complex assignments and often have broad authority over areas of responsibility related to risk management, debt issuance, debt management or investment management. Financing Officers act as team leaders, often coordinating the efforts of private sector advisors as well as other CalHFA staff.
EXAMINATION INFORMATION	This examination will consist of an Education & Experience only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
	EDUCATION & EXPERIENCE – WEIGHTED 100%
EXAMINATION SCOPE	<p>Knowledge of:</p> <ul style="list-style-type: none">• Purposes, policies and operations of the California Housing Finance Agency, or a State or local government agency with similar mission• Real estate mortgage lending practices• Procedures for debt financing by means of the issuance of securities• General provisions of law governing housing loan programs financed by tax-exempt bonds• Use of computer software for financial spreadsheet analysis• General types of credit enhancements used with housing bonds, characteristics of fixed-income investment securities, and general accounting practices• The functions of investment banking firms, bank trust departments, and legal counsel involved in public finance and specializing in housing bonds• Strategies and procedures for the early redemption of housing bonds• Principles and practices of effective supervision• A supervisor's role in ensuring equal employment opportunity <p>Ability to:</p> <ul style="list-style-type: none">• Analyze situations and information accurately• Draw sound conclusions and take effective action• Establish and maintain effective working relationships with governmental employees, private sector personnel, and the public on a daily basis• Communicate effectively, both orally and in writing• Conduct appropriate research, evaluate the information obtained, and make recommendations in regard to financing and investment alternatives• Analyze financial information• Determine mathematical means for such analysis, and perform computations accurately• Prepare written reports or correspondence in final form• Prepare and effectively make oral presentations of complex financing matters• Effectively represent the Agency in negotiating the terms and conditions of new debt financings• Plan, organize and direct the work of others• Effectively contribute to equal employment opportunity
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Knowledge of:</p> <ul style="list-style-type: none">• Computer-augmented investment and financing analysis• State and Federal housing programs• Federal restrictions on tax-exempt financing of housing• Investment banking practices• Cash management techniques• Principles of accounting• Real estate mortgage lending principles and practice• Real estate law <p>• A demonstrated willingness to do detailed work requiring a high degree of mental concentration, and a demonstrated pattern of increasing responsibility</p>
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the California Housing Finance Agency. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
QUESTIONS?	Contact Christina Winchester at 916-326-8003 or CWinchester@calhfa.ca.gov
VETERANS PREFERENCE	Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the **CalHFA, exam analyst at (916) 326-8003** three weeks after the application deadline date if she/he has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

Examination/Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the California Housing Finance Agency and accessible on the internet at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The California Housing Finance Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

CALIFORNIA HOUSING FINANCE AGENCY
HUMAN RESOURCES SECTION
RECRUITMENT & SELECTION UNIT
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